



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM: CAROLYN L. HUNTOON
ASSISTANT SECRETARY FOR
ENVIRONMENTAL MANAGEMENT

Carolyn L. Huntoon

SUBJECT: Long-term Stewardship Responsibility

The Deputy Secretary (S-2), acting as the Department's Chief Operating Officer (COO), recently directed the landlord Program Secretarial Officers (PSOs) to assume responsibility for conducting long-term stewardship (LTS) activities after the Office of Environmental Management (EM) completes cleanup at those sites with a continuing non-EM mission (Attachment 1). Long-term stewardship activities are those physical and institutional controls, information management, and other measures to ensure protection of people and the environment after cleanup activities are completed. The purpose of this memorandum is to identify specific responsibilities and actions for EM sites to implement an LTS program.

The S-2 Policy Memorandum addresses key elements in the process of transferring LTS responsibilities: (1) a technical planning document is developed establishing the LTS operating baseline and describing the scope and operating costs for future LTS activities; (2) the budget authority and budget target is transferred to the receiving PSO for the amount equivalent to the operating costs for LTS activities; and (3) a formal transfer agreement for LTS, that includes post-transfer responsibilities, is coordinated and signed for each site.

EM plays a fundamental role in this process by initiating the planning and budgeting to establish the operating baselines for site LTS activities, whether or not those LTS responsibilities will eventually be transferred to another PSO. Due to the importance of this initial step in the transfer process, I am directing all sites where EM is landlord to prepare an LTS Plan for incorporation into each geographic site's Project Baseline Summary by Fiscal Year 2004, or sooner when practicable. Each EM landlord Operations and Field Office should submit to me by March 15, 2001, their proposed schedule for preparing their sites' LTS Plans. I strongly recommend that you include in this schedule sufficient time to incorporate inputs from regulators, stakeholders, local officials and, where appropriate, the receiving PSO. Other PSOs will issue additional LTS guidance that implements the S-2 Policy Memorandum at their sites.



Pursuant to the S-2 Policy Memorandum, EM will prepare an annual management report on the status of the LTS program and present the findings to the Field Management Council. EM's Office of Long-Term Stewardship (EM-51) is responsible for the preparation of this management report; the first report will be prepared by December 17, 2001.

Certain issues in the transition of LTS responsibility must be addressed independently for each site. A detailed Memorandum of Agreement (MOA) will be drawn-up between EM and the receiving PSO to identify these issues and their resolution. As an example, these MOAs will address the following issues: (1) EM responsibilities in the transfer of LTS program activities; (2) the definition of the point where EM is no longer responsible for LTS and transition will occur; (3) how activities associated with the LTS program are paid for at sites owned by landlords; and (4) EM or landlord responsibilities if additional remedial actions are required for the site.

To support the development of comprehensive LTS Plans, the Office of Long-Term Stewardship (EM-51) has developed draft guidance for preparing LTS Plans (Attachment 2). This draft LTS Planning Guidance is being distributed to the LTS field and PSO contacts for review. In addition, we have published an interim institutional control (IC) policy (Attachment 3) that references the detailed IC guidance already issued by the Office of Environment, Safety and Health. The draft LTS planning and interim institutional control policy are available electronically at the EM Long-Term Stewardship Information Center: <http://lts.apps.em.doe.gov/>. We are soliciting comments on this guidance.

I appreciate your support and timely concurrence on this important initiative. If you have questions, please contact Jeff Short in EM-51 at (202) 586-2675 or at jeffrey.short@em.doe.gov.

Attachments

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